



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

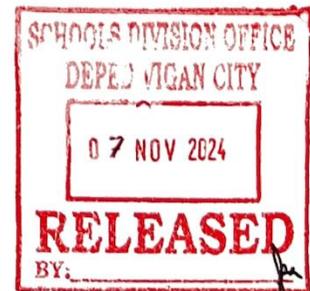
No. 366, s. 2024

**SUBMISSION OF LEARNING AND DEVELOPMENT PLAN FOR NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to the Regional Memorandum No. 1420, s. 2024 titled *Recalibration Workshop for the Three-Year Learning and Development Plan for Field Offices Non-Teaching Personnel*, this Office through the Human Resource Development requests **all non-teaching personnel** in the Division Office (Proper) and the field to input pertinent personal data in the specified folder from the link: <https://tinyurl.com/LandDPforNTP> on or before **November 8, 2024 at 12:00 noon**.
2. For concerns and queries, you may contact Ms. Princess G. Torricer at [princess.torricer@deped.gov.ph](mailto:princess.torricer@deped.gov.ph).
3. Attached is the Regional Memorandum No. 1420, s. 2024 for reference.
4. Immediate and wide dissemination of this Memorandum is desired.

for: *hi 11/7/24*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 1420, s. 2024

**RECALIBRATION WORKSHOP FOR THE THREE-YEAR LEARNING AND DEVELOPMENT PLAN FOR FIELD OFFICES NON-TEACHING PERSONNEL**

To: Schools Division Superintendents

1. The Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) shall conduct a Recalibration of the Three-Year Learning and Development Plan Workshop on November 11-14, 2024 within Central Luzon.
2. The activity aims to:
  - a. review and validate the 2024 Regional Office Learning and Development Plan;
  - b. revise and finalize the three-year (2025-2027) learning and development plan; and
  - c. capacitate the regional office and schools division office L&D implementers in developing the Office Learning and Development Plan.
3. Participants to the said activity are the Senior Education Program Specialists of the Human Resource Development Section of the Schools Division Offices.
4. Participants are expected to confirm attendance until October 28, 2024 through the forms found in the link: **<https://forms.office.com/r/277eURKfKR>**
5. Participants are requested to bring their recent learning and development needs assessment of non-teaching personnel, and previously approved Office Learning Plan for the workshop. Each participant is also requested to bring their own device (laptop and extension wires for the workshop).
6. Arrival and registration of participants will be on Day 1. Meals and accommodation will be provided by BHROD-HRDD while the travel expenses shall be charged against respective local funds subject to the existing accounting and auditing rules and guidelines.

7. For immediate dissemination and appropriate action.

For the Regional Director:

  
**ARNOLD I. VINO**  
Chief Administrative Officer  
Finance Division

Reference: None  
Encl: as stated  
To be indicated in the Perpetual Index  
under the following subjects:



DepEd ROI



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HRDD 241448

NON-TEACHING

PROFESSIONAL DEVELOPMENT

WORKSHOPS

HRDD/jmv/RM\_ OPDNTPrecalibration  
October 28, 2024